

**U.S. GENERAL SERVICES ADMINISTRATION AND  
U.S. ABILITY ONE COMMISSION  
SERVICE LEVEL AGREEMENT  
FISCAL YEAR 2020**



**B. Human Resources:**

**(1) Core Services:**

- (a) Serve as the principal advisor and partner to Customer leadership on matters related to human resources management, including hiring, staffing and recruitment, position classification and management, compensation and pay administration, workforce planning, employee services, entitlements and advisory services.
- (b) Ensure confidentiality of human resource information which will only be shared, discussed and/or released to appropriate individuals on a need-to-know basis.
- (c) Be knowledgeable about Customer's requirements in order to render effective and timely guidance and action.
- (d) Be accountable, timely and proactive in providing high quality, value added human resource services.
- (e) Be consultative and facilitate the identification of sound recommendations/alternatives.
- (f) Provide sound, clear and objective responses based on governing laws and regulations when suggesting recommended actions and rendering decisions.
- (g) Protect the rights of employees and management in accordance with governing regulations and laws.
- (h) Maintain automated human resources (HR) systems with accurate and up-to-date data.
- (i) Be knowledgeable of and adhere to established Executive or Legislative Branch HR laws, rules and regulations, policies and procedures which include merit system principles and veteran's preference and benefits.
- (j) Adhere to established deadlines and processes outlined in this SLA and other Standard Operating Procedure (SOP) business processes and performance measures.
- (k) Establish and maintain recurring customer service meetings when requested.
- (l) Ensure awareness of any changes in automated HR systems to be used and that staff is trained in advance of implementation.

**USAOC is responsible for the following requirements to enable GSA to execute core services:**

- (a) Partner with GSA in the formulation and decision-making processes involving human resource management and policy issues.
  - (b) Involve GSA early in the formulation and decision making process.
  - (c) Participate in strategic conversations and fully disclose HR requirements to GSA.
  - (d) Prioritize requirements to facilitate workload balancing.
  - (e) Provide accurate and complete information to GSA as requested.
  - (f) Submit information electronically when applicable.
  - (g) Submit hard copies of documents when applicable (e.g., original signature
-



- (d) Thoroughly discuss HR requirements during pre-consultation meetings.
- (e) Provide SMEs as required to assist in the recruitment process.
- (f) Submit tentative selections made by managers to HR for review and approval.
- (g) Develop justifications and provide approval of recruitment, retention and relocation incentives to include superior qualifications IAW OPM/GSA regulation, policies and procedures.
- (h) Use standardized documents, templates and automated tools as applicable (e.g., standard position descriptions, vacancy announcements, etc.).
- (i) Coordinate and pay for advertising costs related to recruitment efforts.
- (j) Adhere to established HR laws, rules and regulations, policies and procedures including merit system principles, veteran's preference and confidentiality of HR related documents.
- (k) Adhere to timeframes and processes outlined in this SLA for CABS HR related business processes and SOPs.
- (l) Develop and implement recruitment and staffing plans in collaboration with GSA.
- (m) Develop and implement employee succession plans in collaboration with GSA.
- (n) Initiate and submit Request for Personnel Actions (RPAs) within established timeframes outlined in CABS HR SOPs and IAW OPM/GSA guidelines, policies and procedures.
- (o) Coordinate and finalize Executive Office of the President (EOP) Vetting (if applicable).
- (p) Notify GSA of all Presidential Appointee positions based on the confirmation from the White House and the Senate in a timely manner and provide supporting documentation as required/applicable.
- (q) Notify GSA of all Presidential Appointee positions based on the confirmation from the White House and the Senate in a timely manner and provide supporting documentation as required/applicable.
- (r) Ensure all new hires participate in required entry on duty activities, complete and submit all required paperwork and adhere to all GSA on-boarding policies, procedures and guidelines.
- (s) Develop candidate offer letter IAW appropriate policies, guidelines and in support of enabling legislation
- (t) Coordinate release date for all federal transfers and provide losing agency POC in a timely manner to ensure effective transfer
- (u) Ensure selectees perform all new hire actions including security fingerprinting, and any pre-employment requirements within established timelines
- (v) Ensure all security documents are submitted within established timelines and IAW with GSA and OPM security policies, procedures and guidelines.

**(3) Service Detail for Personnel Action Processing:**

- (a) Adhere to GSA personnel processing procedures, including entering all actions into HRIT processing system.
- (b) Provide guidance and assistance in completion of personnel processing forms.
- (c) Establish and maintain official personnel files and electronic official personnel files (i.e. Official Personnel Folder, eOPF) in compliance with OPM regulations.
- (d) Transfer official personnel files as required.
- (e) Coordinate conversion of official personnel files into an electronic format if applicable (i.e., eOPF).
- (f) Request SF-75, SF-1150s and transcripts of service as necessary.
- (g) Review Standard Form 52s using OPM guidance prior to processing.
- (h) Retrieve prior service OPFs from the National Archives Records and



benefits forms in a timely manner.

- (e) Submit all benefits forms in a timely manner and IAW established, published and required deadlines.

**(6) Service Detail for Position Management:**

Assist in the:

- (a) Establishment of an appropriate number of positions essential to accomplish the functions assigned.
- (b) Structuring of positions clearly to avoid overlapping of duties, unnecessary positions or fragmentation of work processes IAW OPM guidelines as appropriate unless exempt by statute.
- (c) Abolishment of vacant positions if the duties can be redistributed or eliminated.
- (d) Optimization of supervisor/employee ratios.
- (e) Minimization of the number of organizational levels, with emphasis on decentralization delegation to the lowest possible working level.
- (f) Establishment of a balance between the number of employees who perform full performance level duties of the unit and the development of employees who perform more routine and lower level tasks.
- (g) Establishment of positions in such a way as to encourage career development and allow cross-training consistent with the need to recruit and retain a diversified workforce.
- (h) Classification of position descriptions that adequately describe the work to be performed processes IAW OPM guidelines as appropriate unless exempt by statute.

**USAOC responsibilities as they relate to Position Management:**

- (a) Collaborate with the GSA on the creation and maintenance of a sound organizational structure.
- (b) Ensure all positions are properly classified per OPM guidelines as appropriate unless exempt by statute.
- (c) Ensure that position descriptions of their subordinate staff accurately describe the duties being performed.
- (d) Required to consult with GSA when making revisions or updates to a position description.
- (e) Participate in discussions to establish duties and responsibilities when classifying
- (f) Prepare and submit completed documentation to facilitate the classification of positions.

**(7) Service Detail for Customer Service:**

- (a) Ensure that training or guidance is provided on new HR systems, processes and procedures prior to implementation.
- (b) Serve as an advisor to Customer leadership on human resource solutions to organizational business needs.
- (c) Work to develop staffing and recruitment strategies.
- (d) Provide HR specific guidance on hiring flexibilities, laws, rules and regulations, policies and procedures and other HR related areas.
- (e) Support recruitment outreach activities conducted by Customer and GSA's Washington Area Operations Center (WAOC).



- B. Public Buildings Service (PBS):** Provides real estate market analysis by locating and negotiating optimal office space and/or other facilities, pertinent to the customer agency's mission. Acts as a Construction/Project Manager to design and construct new facilities, and/or repairs and alterations of existing structures to fit the Customer's mission. Assists in the disposal of un-needed Federal Real Estate; PBS works with the Federal Protective Service (FPS) to provide secure facilities.
- C. FAS National Capital Region Contracting Division:**  
The GSA will provide simplified acquisition services, contract services, and contract administration support. Acquisition services will be direct billed to the Customer on a fee for service basis.
- D. Office of General Counsel (OGC):** Any legal services not covered by paragraph 3.C above, including but not limited to the topics below, are reimbursable on an hourly basis, at \$104 per hour, plus any contract costs, contingent upon GSA's legal expertise and available resources. These services include:
- (a) Applicability or interpretation of statutes and regulations, including those directly related to the customer's primary mission as defined in its enabling legislation.
  - (b) Administrative processing.
  - (c) Litigation related services whether in an administrative venue or court, related to a claim, request, demand, or other action.
  - (d) FOIA Requests.
  - (e) Privacy Matters.
  - (f) Torts.
  - (g) Other authoritative material or guidance unrelated to the primary mission of the customer or another service provided by GSA in paragraph 3.
- E. Equal Employment Opportunity (EEO):** OCR personnel actions required in support of the processing of EEO complaints of discrimination (including obtaining the contract services, reviewing deliverables, advice about reporting) or EEO program maintenance will be performed at a reimbursable rate of \$104 per hour or any portion of an hour. OCR will provide EEO training services if requested by the customer. EEO training services may be contracted out and if so, the customer will be responsible for all associated contract costs. OCR's personnel actions in support of the EEO training (such as planning, developing and contracting for the training) will be charged at a rate of \$104 per hour or any portion of an hour. OCR will provide advisory services for EEO reporting requirements to the Equal Employment Opportunity Commission (EEOC) on a reimbursable hourly rate of \$104, such as EEO complaints tracking and program assessment.
- F. Security and Background Investigations (DoD & GSA OMAcosts):**  
The cost of the personnel suitability process shall be \$350 per investigation plus the reimbursable DoD investigation fee based on DoD annual cost:



- H. Federal Register Services:** GSA will facilitate the positing of Federal Register Notices (FRNs) for the Customer. Customer will be responsible for payment to the Government Printing Office (GPO). The printing cost for Federal Register publication is \$90.60 per Word page or \$453.00 per five pages, but actual costs for GSA will be charged to the Customer.
- I. Human Resources-Service Detail for Hiring:** OPM issues selection certifications under agency merit promotion programs (e.g., competitive and noncompetitive – disability, veterans preference, etc.) and OPM delegated examining (external hiring) authority. OPM bills directly for this service.
- J. Labor Relations:** Support by GSA's Labor Relations and associated Legal Subject Matter Experts will be negotiated on a case-by-case basis. The fee-for-service in these matters will be determined based on the work to be provided.
- K. Employee Relations and Performance Management:**

**(1) Service Detail for Employee Relations and Performance Management:**

- (a) Serve as technical representative to Customer General Counsel (if applicable) in dealings with employee and third-party representatives.
- (b) Advise and consult with supervisors and managers on employee relations issues.
- (c) Provide advice, assistance, regulatory requirements and templates to managers on disciplinary, adverse and performance-based actions, processing administrative grievances, congressional and other third-party actions.
- (d) Participate in oral reply meetings with the deciding officials for disciplinary or adverse actions as required.
- (e) Provide regulatory and policy guidance on workforce relations matters such as work schedules, time and leave administration, telework, performance management, employee recognition, etc.
- (f) Provide Customer's employees with information on employee rights and obligations as specified in applicable regulations, legislation and merit system principles.
- (g) Provide timely processing of award personnel actions.
- (h) Provide timely guidance on establishing performance plans, conducting mid-year reviews and conducting final performance rating discussions and closing performance plans.
- (i) Provide advice, assistance, templates and training workshops on award requirements, establishment of performance contracts/plans and conducting performance evaluations.
- (j) Provide Performance Management training for employees on performance systems, timeliness, supervisory and employee responsibilities.

**USAOC responsibilities for Employee Relations and Performance Management:**

- (a) Assist with the development and completion of annual performance plans within specified timeframes by GSA /or statutory requirements.
- (b) Consult with GSA when performance and/or conduct concerns arise and obtain approval prior to issuing Performance Improvement Plans (PIPs), disciplinary or performance-based actions, excluding those for SES positions.
- (c) Use templates when developing letters of warning, reprimand and other disciplinary documents in coordination with GSA.
- (d) Provide evidence of misconduct or unacceptable performance to GSA.
- (e) Ensure employee recognition adheres to customer and GSA policies and guideline.
- (f) Supervisors should discuss perceived problems with employees as soon as such problems arise. When the circumstances call for disciplinary action, it should be



This person authorized to interface with GSA on all financial matters related to this agreement.

**Name:** Kelvin Wood  
**Position:** Chief of Staff  
**Phone #:** 703-603-2120  
**Email:** [kwood@abilityone.gov](mailto:kwood@abilityone.gov)

## 5. Financial Agreement:

- A. The cost of these services shall be \$ 6,369 per month or for any portion of a month during the life of the agreement plus any reimbursable fees. Monthly fees are based on number of employees supported on a bi-annual basis. A count of employees supported will be taken on September 1 and March 1 of each year to establish the rate for the next six (6) months.
- B. In addition to routine monthly fees, new customers will be charged the equivalent of three months fees to support start-up support, immediately upon signature of their initial SLA.
- C. The cost incurred with the administration of the agreement includes a pro rata portion of GSA's operational costs. GSA will initiate charges against Customer's account for the agreed upon fees. The fees will be charged against the account during the first eight days of the first month of each quarter or immediately, on a pro rata basis, in quarters which have already begun.
- D. If Customer should transfer services to another provider or if Customer completes its federal service, Customer will be charged the equivalent of three months fees to support the maintenance and transfer of records to a new service provider, new employers, or the Federal Records Center. In the event Congress decides to close the customer agency during the current fiscal year, or if Customer elects to terminate GSA services for any reason, Customer shall be assessed a flat fee equal to three months charges on the first day of the last month of this SLA duration to cover all close-out activities including but not limited to:
  - 1. Records management
  - 2. Final invoicing
  - 3. OMB/Treasury final reconciliation
  - 4. Surplus property
  - 5. Other tasks as required.
- E. Monthly fees will be increased commensurate with federal civilian employee pay raises (e.g., if federal civilian employees get a pay raise of 3.1% in January of any calendar year, the monthly fee for the Customer client will be increased by 3.1% effective October 1) of the same calendar year.

## 6. Payment and Intra-Governmental Payment and Collection System (IPAC):

- A. Customer agrees to pay as stipulated in the SLA.
- B. Payment will be made via Interfund transfer except when special arrangements are made as mutually agreed upon by the GSA and Customer
- C. A signature on this SLA signifies Customer commitment to reimburse GSA for services rendered.
- D. GSA will use the following Treasury codes on all IPAC billings:

<b>Customer Agency Location Code (ALC)</b>	<b>4700018</b>
<b>Customer Agency Treasury Account Symbol (TAS):</b>	<b>338.2019.2019-2000.000</b>
<b>Customer Business Event Type (BETC) Code:</b>	<b>DISB</b>
<b>Customer BPN number:</b>	<b>928275536</b>
<b>Purchase Order Number for Customer Billing:</b>	<b>USAOC2020</b>
<b>First and Last Year of Funding Source:</b>	<b>2019</b>
<b>Type of Funding:</b>	<b>Annual</b>
<b>GSA Agency Location Code (ALC):</b>	<b>47000016</b>
<b>GSA Treasury Account Symbol (TAS):</b>	<b>47X4540.1</b>

10. Authorizing Officials:

General Services Administration:

Print: E.T. Hodnett Jr.

Date: 10/10/2019

DocuSigned by:  
Sign: (b) (6)  
021E651B9D90440...

USAOC:

Print: Kelvin Wood

Date: 10-3-19

Sign: (b) (6)



UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



BUREAU OF THE  
**Fiscal Service**  
LEAD. TRANSFORM. DELIVER.

IAA Number

GT&amp;C #

Order #

Amendment # / Mod #

**DEPARTMENT AND/OR AGENCY**

1.	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	U.S. Ability One Commission	General Services Administration Commissions and Boards Services
Address	1401 South Clark Street, Suite 715 Arlington, VA 22202	1800 F. Street NW, Room 7006 Washington, DC 20405

2. Servicing Agency Tracking Number (Optional) : JP20P00143. Assisted Acquisition Agreement ☐ Yes ☒ No

4. GT&amp;C Action (Check action being taken)

☒ New☐ Amendment - Complete only the GT&C blocks being changed and explain the changes being made.☐ Cancellation - Provide a brief explanation for the IAA cancellation and complete the effective End Date.5. Agreement Period Start Date 10-01-2019 End Date 09-30-2020 of IAA or effective cancellation date  
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received

☒ YesIf Yes, this is an: Annual Renewal ☒Other Renewal ☐

State the other renewal period: \_\_\_\_\_

☐ No7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related order.

UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



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**9. Estimated Agreement Amount** (The Servicing Agency completes all information for the estimated agreement amount)

(Optional for assisted Acquisitions)

Direct Cost \$76,432.00

Overhead Fees & Charges \$0.00

Total Estimated Amount \$76,432.00

Provide a general explanation of the Overhead Fees and Charges

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority** (Check One)

Franchise Fund

☐

Revolving Fund

☒

Working Capital Fund

☐

Economy Act (31  
U.S.C. 1535 / FAR 17.5)

☐

Other Authority

☒

**Fill in Statutory Authority Title and Citation** for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Public Law 92-28

**b. Servicing Agency's Authority** (Check One)

Franchise Fund

☐

Revolving Fund

☐

Working Capital Fund

☒

Economy Act (31  
U.S.C. 1535 / FAR 17.5)

☐

Other Authority

☐

**Fill in Statutory Authority Title and Citation** for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Property Act of U.S.C. 501



**11. Requesting Agency's Scope** (State and/or List Attachments that support Requesting Agency's Scope.)

See FY 20 SLA between USAOC & GSA

**12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency** (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)

See FY 20 SLA between USAOC & GSA



UNITED STATES GOVERNMENT  
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General Terms & Conditions (GT&C) Section



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Order # \_\_\_\_\_

Amendment # / Mod # \_\_\_\_\_

**13. Restrictions** (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

See attached SLA

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency).

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

**If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.**

**17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition Assistance for this IAA** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA).

USAOC

**18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition Assistance for this IAA** (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA.)

GSA

**19. Requesting Agency Clause(s)** (Optional) (State and/or attach any additional Requesting Agency clauses.)

**20. Servicing Agency Clause(s)** (Optional) (State and/or attach any additional Servicing Agency clauses.)



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**21. Additional Requesting Agency and/or Servicing Agency Attachments** (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency Attachments)

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Kelvin R. Wood	E. T. Hodnett
Title	Chief of Staff	Agency Liaison Officer
Telephone Number(s)	(703) 603-2120	(202) 205-2900
Fax Number		(202) 501-3955
Email Address	kwood@abilityone.gov	tom.hodnett@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date	10-3-19	/2019



UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)

Agreement Between Federal Agencies

Order Requirements and Funding Information (Order) Section



BUREAU OF THE

**Fiscal Service**

LEAD. TRANSFORM. DELIVER.

IAA Number

GT&C #

Order #

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Servicing Agency's Agreement  
Tracking Number (Optional)

**JP20P0014**

**PRIMARY ORGANIZATION / OFFICE INFORMATION**

<b>24.</b>	Requesting Agency	Servicing Agency
Primary Organization / Office Name	U.S. Ability One Commission	General Services Administration Commissions and Boards Services
Responsible Organization / Office Address	1401 South Clark Street, Suite 715 Arlington, VA 22202	1800 F. Street NW, Room 7006 Washington, DC 20405

**ORDER REQUIREMENTS INFORMATION**

**25. Order Action (Check One)**



**New**



**Modification (Mod)** - List affected Order blocks being changed and explain the changes being made.

For Example: for a performance period mod, state the new performance period for this Order in Block 27.

**Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting, or changing Funding for an Order Line.**



**Cancellation** - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

<b>26. Funding Modification Summary by Line</b>	Line #	Line #	Line #	Total of All Other Lines (attach funding details)	Total
Original Line Funding					\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]					\$0.00
Funding Change for This Mod					\$0.00
<b>TOTAL Modified Obligation</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)					\$0.00
<b>Net Modified Amount Due</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**27. Performance Period**

Start Date

10-01-2019  
MM-DD-YYYY

End Date

09-30-2020  
MM-DD-YYYY

For a performance period mod, insert the start and end dates that reflect the new performance period.



UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)  
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IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement  
Tracking Number (Optional) \_\_\_\_\_

28. Order Line / Funding Information										Line Number							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC										47000016							
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
TAS (required by 10/1/2014)																	
and/or current TAS format		338.2019.2019-2000.000								47X4540.1							
BETC		DISB								COLL							
Object Class Code (Optional)																	
BPN		928275536															
BPN + 4 (Optional)																	
Additional Accounting Classification / Information (Optional)		(SUAOC)2020															
Requesting Agency Funding Expiration Date 09/30/2020										Requesting Agency Funding Cancellation Date							
MM-DD-YYYY										MM-DD-YYYY							
Project Number & Title JP20P0014																	
Description of Products and/or Service, including the Bona Fide Need for this Order (State or attach a description of products/services, including the Bona Fide need for this Order.)																	
North American Industry Classification System (NCAIS) Number (Optional)																	
Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:																	
Unit of Measure								Contract Cost									
Quantity		Unit Price		Total		Servicing Fees											
1		\$76,432.00		\$76,432.00		Total Obligated Cost		\$0.00									
Overhead Fees and Charges								Advance for Line (-)									
Total Line Amount Obligated		\$76,432.00						Net Total Cost		\$0.00							
Advance Line Amount (-)								Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$76,432.00															
Type of Service Requirements																	
<input checked="" type="radio"/> Severable Service <input type="radio"/> Non-Severable Service <input type="radio"/> Not Applicable																	



# UNITED STATES GOVERNMENT INTERAGENCY AGREEMENT (IAA)

Agreement Between Federal Agencies

Order Requirements and Funding Information (Order) Section



BUREAU OF THE  
**Fiscal Service**  
LEAD. TRANSFORM. DELIVER.

IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement  
Tracking Number (Optional) \_\_\_\_\_

## 29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C)

**Total Advance Amount for the Order** \_\_\_\_\_ [All Order Line Advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7)(Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue.)

- ☐ Straight-Line — Provide amount to be accrued \_\_\_\_\_ and Number of Months \_\_\_\_\_
- ☐ Accrual Per Work Completed — Identify the accounting post period:
- ☐ Monthly per work completed & invoiced
- ☐ Other — Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

## 30. Total Net Order Amount: \$76,432.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total]

## 31. Attachments (State or list attachments)

- ☐ Key Project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)
- ☐ Other Attachments (Optional)

## BILLING AND PAYMENT INFORMATION

### 32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other — Explain other payment method and reasoning: \_\_\_\_\_

### 33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation): \_\_\_\_\_

### 34. Payment Terms (Check One)

- ☐ 7 Days ☐ Other Payment Terms (include explanation): \_\_\_\_\_



# UNITED STATES GOVERNMENT INTERAGENCY AGREEMENT (IAA)

## Agreement Between Federal Agencies

### Order Requirements and Funding Information (Order) Section



**BUREAU OF THE  
Fiscal Service**  
LEAD. TRANSFORM. DELIVER.

IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_  
Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_

**35. Funding Clauses / Instructions** (Optional) (State and/or list funding clauses/instructions such as Subject to the Availability of Funds)

**36. Delivery / Shipping Information for Products** (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address / Room Number	
POC Telephone Number	
Special Shipping Information	

#### APPROVALS AND CONTACT INFORMATION

#### 37. Program Officials

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Kelvin R. Wood	E. T. Hodnett
Title	Chief of Staff	Agency Liaison Officer
Telephone Number	(703) 603-2120	(202) 205-2900
Fax Number		(202) 501-3955
Email Address	kwood@abilityone.gov	tom.hodnett@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	10-7-19	(b) (6) 10/10/2019

**38. Funding Officials** — The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Kelvin R. Wood	Dewan Studdard
Title	Chief of Staff	Supervisory Budget Analyst
Telephone Number	(703) 603-2120	(202) 501-2767
Fax Number		
Email Address	kwood@abilityone.gov	dewan.studdard@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	10-7-19	(b) (6) 10/11/2019



# UNITED STATES GOVERNMENT INTERAGENCY AGREEMENT (IAA)

Agreement Between Federal Agencies

Order Requirements and Funding Information (Order) Section



BUREAU OF THE  
**Fiscal Service**  
LEAD. TRANSFORM. DELIVER.

IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement  
Tracking Number (Optional) \_\_\_\_\_

## CONTACT INFORMATION

### 39. FINANCE OFFICE Points of Contact (POCs)

	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Kelvin R. Wood	Zach Knight
Title	Chief of Staff	Accountant
Office Address		Financial Information & Operations Division
Telephone Number	(703) 603-2120	(816) 823-3394
Fax Number		
Email Address	kwood@abilityone.gov	zach.knight@gsa.gov
Signature & Date (Optional)	(b) (6) 10-3-19	

### 40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

**STATEMENT OF WORK  
BETWEEN  
THE GENERAL SERVICES ADMINISTRATION  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
AND  
THE U.S. ABILITYONE COMMISSION**

**I. PURPOSE**

This Statement of Work (SOW) provides details pertaining to the Interagency Agreement (IA) between the U.S. AbilityOne Commission (AbilityOne) and the General Services Administration (GSA), Office of the Chief Financial Officer (OCFO) as a shared services provider. The OCFO provides payroll systems and associated back office administrative services. In partnership with the United States Department of Agriculture Office of the Chief Financial Officer-Pegasys Financial Services (USDA, OCFO-PFS), GSA provides financial management and travel services. This SOW documents the terms and conditions which govern the services to be delivered and the relationship of the GSA and the AbilityOne. This IA becomes effective upon signature of both the AbilityOne and the GSA OCFO.

**II. DELIVERABLES**

Under this IA, the AbilityOne is receiving support services as described in the SOW including any AbilityOne unique requirements that may be included below. The Financial Management Services (FM) provided to the AbilityOne by the GSA are executed through a separate joint interagency agreement between the GSA and the USDA, OCFO-PFS as an FM shared services provider. Payroll services are provided to the AbilityOne by the GSA, OCFO, Payroll Services Branch (PSB) as an e-Payroll Shared Service Center (SSC).

**III. PRIVACY AND SECURITY**

The GSA OCFO, USDA-OCFO PFS and the AbilityOne have a shared responsibility in protecting Privacy Act (PII) and sensitive information, and in maintaining the security of the financial systems.

Privacy Act Information

GSA periodically submits data to its client agencies as it provides payroll, and/or financial services on a recurring basis. Due to the nature of this information, some of it is sensitive, but unclassified, and may or may not be covered by the Privacy Act. Any information covered under the Privacy Act is being provided under a routine use exception to the Privacy Act system of records notice (SORN) that requires disclosure under the Privacy Act. Any customer agency receiving payroll, and/or financial services from the GSA who has access to private and sensitive personal data agrees to comply



with all statutes and corresponding regulations which address the protection and disclosure of such types of data. The AbilityOne agrees to establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to the security of such records and respond appropriately, as discussed below, to an actual breach.

The OCFO and the AbilityOne understand that there may be accessible information protected by the Privacy Act or other authorities, which must be adhered to. Disclosure to third parties of any of this information must be agreed upon by the OCFO and the AbilityOne and only if the request for disclosure has been submitted in accordance with the Freedom of Information Act (FOIA), 5 U.S.C. §552 as amended (<https://www.law.cornell.edu/uscode/text/5/552>), or the Privacy Act, 5 U.S.C. §552a (<https://www.law.cornell.edu/uscode/text/5/552a>). All such information shall be kept confidential to the extent consistent with, and required by, FOIA, Federal statutes, and Federal regulations.

### Information Security

AbilityOne agrees to use due diligence in ensuring that any systems user from the AbilityOne obtains a minimum level National Agency Check with a Written Inquiries and Credit report (NACIC) clearance before requesting access to GSA systems. The AbilityOne acknowledges that all systems users have an official need to access such information on a "least-privileged" basis to perform their job role(s) and are in the process and/or have completed a Homeland Security Policy Directive (HSPD) -12 accreditation. Access to GSA systems should be appropriately limited as to systems privileges on a "least privilege" basis and reflect an acceptable "segregation of duties" so that no one user has too many privileges to effect the processing of a single transaction without independent authorization, review, and approval of such transactions.

AbilityOne also agrees to ensure that any system user completes annual Information Technology (IT) security awareness (and Privacy Act awareness training as applicable) and abides by current GSA IT General Rules of Behavior (Attachment 1). The AbilityOne agrees to notify OCFO promptly (within 48 hours under normal circumstances or immediately upon hostile terminations) of users that no longer have a valid need to access the system, so that OCFO can take timely and appropriate actions to remove that user from access in the system. The AbilityOne agrees to assist OCFO with the annual user recertification by verifying that existing system user accesses are accurate, necessary, and properly segregated as to system privileges to promote compliance with GSA internal control requirements.

External users of GSA systems are responsible for maintaining effective IT security and other internal controls, as applicable. For example, user ID and password information to GSA systems shall be established and protected in accordance with current GSA IT Security Policy (Attachment 2), and GSA IT General Rules of Behavior.



The AbilityOne agrees to protect and secure its own connection points to GSA systems for system vulnerabilities. They should also conduct vulnerability scans on a regular basis and apply security patches for vulnerabilities in a timely manner.

### Security Incidents

Upon discovering a security incident, the AbilityOne shall report it in accordance with the Office of Management and Budget (OMB) Memorandum M-17-12 (Attachment 3), and GSA incident reporting procedures and shall expeditiously notify the GSA IT Service Desk, [itservicedesk@gsa.gov](mailto:itservicedesk@gsa.gov), to initiate IT Security protocols.

The security incident reporting process is documented in the CIO IT Security 01-02 rev 15, Incident Response (IR) Guide dated September 14, 2017 (Attachment 4). (Tier 1) The GSA IT Service Desk will submit an Incident Ticket and notify the Information System Security Officer (ISSO), Richard Banach, (email: [Richard.Banach@gsa.gov](mailto:Richard.Banach@gsa.gov)). The ISSO first determines the significance of the incident. If deemed significant, the ISSO will escalate the issue to the Information System Security Manager (ISSM), Jay Myung (email: [jay.myung@gsa.gov](mailto:jay.myung@gsa.gov)). The ISSO and ISSM will determine if the incident is either non-serious (Tier 2) or serious (Tier 3). If the incident is determined to be a Tier 3 issue, the GSA Incident Response team and the Office of the Chief Information Security Officer (OCISO) will be contacted immediately.

In the event that a security incident impacts the AbilityOne 's connection and data, the AbilityOne will take immediate actions to mitigate the potential security incident and promptly notify GSA IT Service Desk, [itservicedesk@gsa.gov](mailto:itservicedesk@gsa.gov), and the ePayroll Security ISSO, Richard Banach. Security incidents impacting GSA interconnection and data shall be immediately reported to the ISSO and ISSM for ePayroll.

Further guidance regarding GSA's IT security requirements, can be obtained through the established GSA ISSO.

## **IV. AMENDMENTS**

This IA may be modified on a written notice submitted by either the GSA or the AbilityOne. Modifications to this IA must be submitted to the Program Manager, GSA (See FMS 7600B, block 37), or their designee, and either be mutually agreed upon or rejected by both parties within 30 calendar days of a written notice requesting a change. Modifications may be made only with the signature approval of both parties. If the change results in an increase in cost or time to complete performance, such adjustments in price or terms shall be subject to negotiation.

## **V. ADDENDUMS**

The AbilityOne may order additional work within the scope of the IA throughout the period of performance of the IA. Work requests must be coordinated through the



appropriate GSA point of contact. Additional work orders will be made via a separate Financial Addendum initiated through the GSA OCFO Program Manager.

## **VI. TERMINATION**

Both the AbilityOne and the GSA reserves the right to terminate in whole or in part this agreement by notifying the other party in writing (via email or memorandum). GSA may terminate in whole or in part this IA upon 90 days notice in the event of the AbilityOne's failure to reimburse GSA for services rendered or for any other reason. Notification must be made to the GSA OCFO, Program Manager (FMS 7600B, Block 37) or their designee.

In the event of termination in whole or in part by either party, the GSA agrees to reasonably assist to ensure smooth transition to another e-Payroll SSC.

If this agreement, or any order under this agreement is terminated, the AbilityOne assumes responsibility for all costs resulting from the termination in whole or in part, which may include:

- Direct costs already incurred by the GSA in support of the Agreement when costs cannot be similarly canceled or deferred
- Termination costs
- Transition costs, as applicable

### **Close Out – Financial Management Services (USDA, OCFO-PFS)**

In the event Congress makes the determination to close an Agency or Commission, the client shall be assessed a flat fee equal to three months charges to cover all close out activities, including but not limited to:

- OMB and Treasury reporting required by law
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client
- Research of past payments
- Other tasks as required

## **VII. DISPUTE RESOLUTION**

Non-acceptance issues unable to be resolved informally by GSA and the AbilityOne will be handled in accordance with current Intergovernmental Business Rules (Department of the Treasury, current version, Financial Management Service (FMS) Bulletin No. 2007-03).

## **VIII. DELIVERABLES AND DESCRIPTION OF SERVICES OFFERED**

Under this IA, the AbilityOne is receiving the following services:

- ☒ Financial Management Systems Services
- ☒ Financial Management Reporting and Accounting Support
- ☒ Optional Financial Management Services
- ☐ Business Objects Reporting and Administrative Services
- ☒ Budgeting and Analysis Support
- ☒ Payroll Services and PAR Systems Support
- ☒ Optional Payroll Services
- ☐ Labor Distribution System and Support
- ☐ Optional Labor Distribution Support
- ☐ E-Gov Travel System and Operations Services
- ☐ Optional E-Gov Travel Services

### **Financial Management Systems Services**

USDA, OCFO-PFS's core financial management system, the Multi-Tenant Shared Application (MSA), is a Financial Systems Integration Office (FSIO) certified, configured version of CGI Federal's commercial-off-the-shelf Momentum Financials suite. Financial management services are supported through the MSA, USDA, OCFO-PFS's Financial System of record, including the storage of multi-year financial data. USDA, OCFO-PFS provides operations and maintenance services for MSA customers including:

- IT Support Services
- Application Management
- Data Center Operations
- Business Continuity and Disaster Recovery
- Systems Integrity Services

USDA, OCFO-PFS has tools available that support financial management reporting and querying.

A Statement on Standards for Attestation Engagements Number 18 (SSAE 18) audit is conducted annually on the MSA and the financial management shared services operation. A copy of the results is provided annually to customers.

### **Systems Labor**

Labor costs associated with maintenance and support of the USDA, OCFO-PFS financial system.

### **Financial Management Reporting, Accounting and Budgeting Support**

#### **Financial Management Reporting**

USDA, OCFO-PFS will fulfill Treasury and the OMB external reporting requirements of the AbilityOne, through the following reports based upon the agency's reporting



requirements. In addition, the USDA, OCFO-PFS will serve as a point of contact for financial regulatory issues with Treasury and OMB.

#### Governmentwide Mandated Reports:

- SF 133 – Report on Budget Execution and Budgetary Resources (monthly)
- Max A-11 – President’s Budget Report
- SF-123 - Apportionment and Reapportionment Schedule
- TROR – Treasury Report on Receivables (quarterly)
- GTAS – Governmentwide Treasury Account Symbol Adjusted Trial Balance System (monthly)
- GFRS – Governmentwide Financial Report System
- ATDAs - Accountability of Tax Dollars Act Statement (3rd and 4th Quarter, unless negotiated differently).

#### **Accounting Support**

Accounting support services will be provided in accordance with USDA, OCFO-PFS, External Services Branch (ESB) standard operating procedures for obligation and payment documents or as mutually agreed upon by both parties.

- Record obligations, receipts, and disbursements
- Process accounts receivable, reimbursable, and central collection. The letter of intent must be submitted to the USDA, OCFO-PFS on same day when the bank processes the transfer. The wire transfers must be in Collection Information Repository (CIR) and coding received by USDA, OCFO-PFS no later than the fifth day prior to month end in order to be processed by month end.
- Process vendor and other types of disbursements in accordance with Prompt Pay regulations
- Reconcile general ledger subsidiary transactions
- Reconcile Fund Balance with Treasury
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client

#### Proper recording of Obligations:

#### **Client Responsibilities:**

1. The client will provide consistent proper supporting documentation in a timely manner to support the recording of obligations to the USDA, OCFO-PFS ESB. Such documentation must be received by the USDA, OCFO-PFS ESB within 5 business days of the client incurring the obligation.
2. The obligation request must be approved by the client based on the signature of authority on file with the USDA, OCFO-PFS, ESB.
3. The client is responsible for following rules, regulations, and policies applicable to their organization, ensuring proper acquisition methods are followed.

**USDA, OCFO-PFS Responsibilities:**

1. USDA, OCFO-PFS relies on the clients to follow their applicable policies and handle the acquisition appropriately. If the client does not provide the appropriate supporting documentation or provide the documentation in a timely manner for recording and obligation and paying an invoice, USDA, OCFO-PFS will follow standard operating procedures and proper internal controls.

**Central Accounting Reporting System (CARS) requirements:**

The Treasury required implementation of the Central Accounting Reporting System (CARS) will require Intra-governmental Payment and Collection (IPAC) transactions to be booked the same business day.

**Client Responsibilities:**

Clients will provide documentation necessary to support the posting of transactions by 2:00 PM on the same day the IPAC information is provided. Clients will request IPAC partners include the client obligation document number in the IPAC description field.

**USDA, OCFO-PFS Responsibilities:**

USDA, OCFO-PFS will provide daily IPAC information to clients by 10:00 AM to support recording transactions the same business day as required by CARS.

**Budgeting and Analysis Support**

- Input of the AbilityOne's Budget into the MAX database, updating data, and providing support during OMB Budget calls.
- Coordinate financial policy interpretation with OMB.
- Apportion the AbilityOne's budget based on guidance from the AbilityOne.
- Create budget allotments based on guidance from the AbilityOne's staff director or designated point of contact.
- Track the AbilityOne's spending to identify potential Anti-Deficiency Act violations.
- Interact with Treasury and OMB related to matters of budget execution including the above items.
- Communicate with a designated point of contact and process problems and to generally facilitate knowledge sharing.

**Optional Financial Management Services**

USDA, OCFO-PFS provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing.
- Manual Payments which are disbursements processed outside of the automated payment.



- DATA ACT preparation support.

### **Payroll Services (GSA OCFO)**

GSA's OCFO Payroll Services Branch (PSB) will furnish all covered payroll functions as provided by GSA's Payroll Accounting and Reporting (PAR) system.

GSA will pay all salaries and government contributions to all appropriate benefit plans from its deposit accounts. Using the Treasury IPAC process, these charges are to be reimbursed to GSA on a biweekly basis against the appropriation of the ordering activity. GSA will provide appropriate detail in support of these charges each pay period.

A Statement on Standards for Attestation Engagements No. 18 (SSAE 18) System and Organization Controls 1 (SOC 1) on GSA's Description of the Payroll Accounting and Reporting System and the Suitability of the Design and Operating Effectiveness of Its Controls is conducted annually. A copy of the completed report is provided annually to the client agency.

The following items are included in GSA's base payroll services:

- Track and monitor all payroll related activities from initial hire through final payments at separation and submission of retirement records to the Office of Personnel Management (OPM).
- Perform the following payroll related processes:
  - Collect time and attendance data
  - Report and release time and attendance data
  - Accrue, process, and adjust leave
  - All routine employee deduction/input documents
  - All current and retroactive pay and leave actions generated due to personnel actions processed
  - Automated Form W-2 reporting
  - Employer quarterly tax reporting
  - Automated employment verification
  - Associated payroll management reports, including, but not limited to, budget reports and accounting distribution summary reports.
- Manage Federal Employees Health Benefits (FEHB) Temporary Continuation of Coverage (TCC) premium payments, based on FEHB enrollment, change and termination forms (SF 2809/2810) submitted by the client agency, for the AbilityOne employees. Note: A 2% Service fee charged to the enrollee as part of monthly premium payment.
- Manage Federal Employees Health Benefits (FEHB) Spouse Equity premium payments, based on FEHB enrollment, change and termination forms (SF 2809/2810) submitted by the client agency, for the AbilityOne employees. Note:

A 2% Service fee charged (of the enrollee monthly premium) to the client agency as part of its quarterly billing.

- Provide data, as required by the OPM, for the SF-113A Feeder Data Report and SF-113G Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment, to the AbilityOne by the 10th of each month reflecting information for the preceding month.
- Provide comprehensive payroll reports:
  - Electronic Pay and Leave Statements via OPM's Employee Express (EEX)
  - Premium Pay Validation reports
  - Quarterly Overtime reports
  - Consolidated Payroll reports
  - Accounting Distribution reports
- Perform the following payroll related processes:
  - Provide pretax FEHB premium conversion
  - Provide pretax qualified transportation fringe benefits program
  - Commercial wage garnishments
  - Internal Revenue Service (IRS)/State tax levies
  - Child support/alimony garnishments
  - Military Service Credits (MSC)
  - Discretionary allotments
  - Union dues
  - Charities
  - Association dues deductions
  - Debt notification
  - Salary offset for active employees
  - Savings allotments support
  - Federal Employees' Group Life Insurance (FEGLI)
  - Federal Employees Dental and Vision Insurance Program (FEDVIP)
  - Affordable Health Care Act Employer Shared Responsibility Reporting (ACA ESR)
  - Issuance of ACA ESR Internal Revenue Service Forms 1094C and 1095 C to IRS and 1095C to employees via OPM's Employee Express (EEX)

### **Optional Payroll Services**

- All costs for non-routine system changes will be borne by the AbilityOne.
- Requests for system changes will be evaluated by the GSA IT Change Control Board (CCB). The AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request. These Optional Payroll Services include:
  - Services requested to comply with the AbilityOne's policy that requires system changes
  - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
- Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such



requests should be submitted to the Branch Chief, PSB or their designee. Work and activities performed by the GSA, PSB, in conjunction with AbilityOne audit activity, will be charged based upon GSA's time, material and labor costs.

- Centralized Enrollment Clearinghouse (CLER) for FEHB Reconciliation.

## IX. CLIENT SPECIFIC REQUIREMENTS

There are no client specific requirements.

## X. PERFORMANCE MEASURES

<b>Financial Management</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
Core Financial System Application Availability: Available 24/7 except during scheduled maintenance periods	99% available
System Security Scans: The number of scans of servers, on which the core financial management applications are hosted, conducted during the reporting month.	1 per month
Invoice Payments: Invoices scheduled for payment within 5 working days of receipt	97% on time

<b>Payroll</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
Disbursements	
Made on or before the scheduled process date	99% timely payroll disbursements 99% accuracy based on information provided
Reports	
External reports/interfaces completed by scheduled due dates based on timely receipt of required documentation	96% timely reports/interfaces 100% accuracy based on information provided
Hours of Operation	
Customer Service help desks available to the AbilityOne during established hours: Monday through Friday, 9am – 5:30pm ET; excluding Federal	100% available

holidays.	
<p>Customer Service Help Desks</p> <p>Call/Inquiry voicemail is returned within four business hours.</p> <p>Client employee issues are resolved, within four business days depending on complexity of issue.</p> <p>Employee input is entered into the Payroll system (PAR) during the pay period received or by the requested pay period, whichever is later.</p>	<p>98% response rate</p> <p>98% response rate.</p> <p>98% input within established deadline</p>
<p>System Availability</p> <p>OPM Employee Express (EEX) system available to the AbilityOne 24/7 except during a scheduled maintenance period between 4:30 pm ET on the Wednesday until Noon ET Thursday after the pay period ending date.</p>	<p>98% available</p>
<p>System Performance</p> <p>Internal system response time within established parameters.</p>	<p>98% available</p>

## XI. PRICE

The cost of services outlined in this IA is **\$73,669.00** for the IA period of performance.

Annual Servicing Fees	Cost
<b>Financial Management - USDA</b>	
- Financial Management System Cost	\$44,824.00
- Financial Management Services Cost	\$19,611.00
- Financial Management Data Cost	\$0.00
<b>Payroll - GSA</b>	
-Systems and Services	\$9,234.00
-Estimated Optional Payroll Services	\$0



<b>Total</b>	<b>\$73,669.00</b>
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### **Financial Management Service and Systems Fees:**

Financial Management Service and Systems fees for fiscal year 2020 (FY20) were assessed as follows:

#### **Assessment Explanation:**

There are two factors that were used to assess amounts:

1. The *Systems Cost* which is driven by the cost of the Operation and Maintenance contract with CGI Federal. To measure this cost, we reviewed the batched transaction count by client.

As a single transaction can have multiple documents; there are five types of documents: Original, Cancel, Amendment, Correction, and Liquidate.

2. The *Services Cost* which is driven by the salaries and benefits of the External Clients Branch as well as other support costs. To measure this cost, we reviewed the unbatched transaction count by client.

The current Financial Management cost is an estimate based on anticipated activity compared to current clients with similar transaction volumes. The current FY transactions volumes will be reviewed quarterly for modifications to the cost estimate.

### **Optional Financial Management Services:**

USDA, OCFO-PFS provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing, will be charged separately at the rate of \$90.00 per hour, minimum of \$135.
- Manual Payments are disbursements processed outside of the automated payment system and are charged at the rate of \$38.00 for each manual payment. The AbilityOne will be billed on a quarterly basis for all manual payments processed during the previous quarter.

### **GSA Payroll Services**

For payroll services, the total cost for Fiscal Year (FY) 20 is estimated to be **\$9,234.00** based upon the estimated number of AbilityOne employees provided services during FY20 at a rate of **\$243** per paid employee per year for basic payroll services and system support. For this agreement, the estimated AbilityOne employees in FY20 will be **38**. This amount will be billed quarterly based on the average billable headcount from the previous quarter multiplied by one fourth of the annual price listed above, to the account for the AbilityOne. The charge will be adjusted, if necessary, during the fourth quarter of the fiscal year to conform to actual costs the GSA experiences while providing support during the fiscal year.

#### Optional Payroll Services:

- All costs for non-routine system changes will be borne by the AbilityOne. Requests for system changes will be evaluated by the GSA IT/ PSB CCB. Such requests should be submitted to the Branch Chief, PSB, or their designee, on the GSA IT System Change Request (SCR) form. Costs for GSA IT PAR system changes will be assessed based upon time, material, and labor costs of \$93 per hour with a minimum charge of \$500. The AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request. These Optional Payroll Services include:
  - Services requested to comply with the AbilityOne's policy that requires system changes
  - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
- Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such requests should be submitted to the Branch Chief, PSB, or his designee.
- CLER for FEHB Reconciliation.
- Optional Payroll Services will be billed based upon the FY20 Premium Services Price List in the quarter following their occurrence.

<b>Premium Payroll Services</b>	<b>Billing Rates</b>
Customized Adhoc Payroll Reports	\$93 per hour with a minimum charge of \$500
Amended Timecards Processed	\$0.16 per amended timecard
Manual Personnel Action Input	First 100 actions free - \$1.30 per personnel action thereafter
Centralized Enrollment Clearinghouse System (CLER) Federal Employees Health Benefits (FEHB) Reconciliation	\$3.00 per headcount per year
Manual Payments (Client Agency Requested)	\$49.50 per manual payment
Paper Check Processed vs. Electronic Funds Transfer (not including biweekly salary paper checks)	\$24.50 per check
Foreign Allowance Research and Modification of Payroll System Records	Time & Materials; minimum charge \$100.00

#### 2020 Payroll Services Update:



GSA is part of a Government Wide initiative to upgrade and standardize federal Payroll systems through the implementation Software as a Solution (SaaS). Such a solution would replace GSA's Legacy PAR (Payroll Accounting and Reporting) system. No operational impact is anticipated for the FY20 service period, however we will provide updates to our clients as this project proceeds.

## **XII. BILLING**

In the event of a continuing resolution (CR), GSA and the AbilityOne will operate under the guidelines governing the resolution. Fee collection will be consistent with the terms of the CR.

UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number \_\_\_\_\_ 001  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_

**DEPARTMENT AND/OR AGENCY**

1.	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	U.S. AbilityOne Commission	General Services Administration Office of the Chief Financial Officer (OCFO)
Address	1401 S. Clark Street, STE 715, Arlington, VA 22202	1800 F Street, NW Room 6012 D Washington, DC 20405

**2. Servicing Agency Tracking Number (Optional) :** AbilityOne2001

**3. Assisted Acquisition Agreement** ☐ Yes ☒ No

**4. GT&C Action** (Check action being taken)

☐ New

☒ **Amendment** - Complete only the GT&C blocks being changed and explain the changes being made.

☐ **Cancellation** - Provide a brief explanation for the IAA cancellation and complete the effective End Date.

**5. Agreement Period** Start Date 10/01/2019 End Date 09/30/2020 of IAA or effective cancellation date  
MM-DD-YYYY MM-DD-YYYY

**6. Recurring Agreement** (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received

☒ Yes If **Yes**, this is an: Annual Renewal ☒  
Other Renewal ☐ State the other renewal period: \_\_\_\_\_  
☐ No

**7. Agreement Type** (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

**8. Are Advance Payments Allowed for this IAA** (Check One) ☐ Yes ☒ No

If **Yes** is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related order.



UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number \_\_\_\_\_ 001  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_

**9. Estimated Agreement Amount** (The Servicing Agency completes all information for the estimated agreement amount)

(Optional for assisted Acquisitions)

Direct Cost \_\_\_\_\_ \$83,669.00

Overhead Fees & Charges \_\_\_\_\_

Total Estimated Amount \_\_\_\_\_ \$83,669.00

Provide a general explanation of the Overhead Fees and Charges  
Direct Cost consists of Payroll Services at \$9,234.00,  
Financial Management Service at \$64,435.00 and  
Additional Service to conduct Anti-Deficiency Act  
Investigation at \$10,000.00

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority** (Check One)

Franchise Fund

Revolving Fund

Working Capital Fund

Economy Act (31  
U.S.C. 1535 / FAR 17.5)

Other Authority

☐☐☒☐☐

**Fill in Statutory Authority Title and Citation** for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Programmatic Authority: JWOD Act 41 U.S.C 8501-8506

**b. Servicing Agency's Authority** (Check One)

Franchise Fund

Revolving Fund

Working Capital Fund

Economy Act (31  
U.S.C. 1535 / FAR 17.5)

Other Authority

☐☐☒☐☐

**Fill in Statutory Authority Title and Citation** for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

40 USC 3173

**11. Requesting Agency's Scope** (State and/or List Attachments that support Requesting Agency's Scope.)

To receive payroll shared services and financial management services from the GSA Office of the Chief Financial Officer (OCFO) under the Statutory Authority listed in item 10.a of this form. The attached modified Statement of Work provides an additional service - conduct Anti-Deficiency Act investigation.

**12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency** (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)

The General Services Administration (GSA) will provide the payroll shared services and financial management services as outlined in the attached Statement of Work. The Financial Management Services under this agreement are provided by the US General Services Administration through a separate Interagency Agreement with the US Department of Agriculture, Office of the Chief Financial Officer. GSA will conduct an Anti-Deficiency Act investigation as an optional service.

UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # 001

**13. Restrictions** (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).  
See attached Statement of Work.

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency).

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

90

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

**If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.**

**17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition Assistance for this IAA** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA).

**18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition Assistance for this IAA** (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA.)

**19. Requesting Agency Clause(s)** (Optional) (State and/or attach any additional Requesting Agency clauses.)

U.S. AbilityOne Commission enters into this agreement pursuant to the authority of 40 USC 3173 and the enabling legislation, JWOD Act 41 U.S.C 8501-8506, for the agency. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

**20. Servicing Agency Clause(s)** (Optional) (State and/or attach any additional Servicing Agency clauses.)

GSA enters into this agreement pursuant to the authority of 40 USC 3173 and the enabling legislation, JWOD Act 41 U.S.C 8501-8506, for the agency. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.



UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
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IAA Number \_\_\_\_\_ 001  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_

**21. Additional Requesting Agency and/or Servicing Agency Attachments** (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency Attachments)

See attached Statement of Work

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Kimberly M. Zeich	Kathy Hammer
Title	Deputy Executive Director	Director of Financial Management
Telephone Number(s)	(703) 603-2130	(202) 501-4433
Fax Number		
Email Address	kzeich@abilityone.gov	kathy.hammer@gsa.gov
<b>SIGNATURE</b>	(b) (6)	
Approval Date	276D3B43130A4C04/11/2020	DC4D73C529344A74/7/2020

UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)  
Agreement Between Federal Agencies  
Order Requirements and Funding Information (Order) Section



IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # 001 Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_ AbilityOne2001

**PRIMARY ORGANIZATION /OFFICE INFORMATION**

<b>24.</b>	Requesting Agency	Servicing Agency
Primary Organization / Office Name	U.S. AbilityOne Commission	General Services Administration Office of the Chief Financial Officer
Responsible Organization / Office Address	1401 S. Clark Street, STE 715, Arlington, VA 22202	1800 F Street, NW Room 6012 D Washington, DC 20405

**ORDER REQUIREMENTS INFORMATION**

**25. Order Action (Check One)**

☐ **New**

☒ **Modification (Mod)** - List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state the new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26)** if the mod involves adding, deleting, or changing **Funding for an Order Line**.

Add line 3 to conduct an Anti-Deficiency Investigation as an optional service conducted by GSA. Estimate is \$10,000 payable GSA working capital fund.

☐ **Cancellation** - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

<b>26. Funding Modification Summary by Line</b>	Line # <b>Payroll</b>	Line # <b>FM</b>	Line # ADA Investigation	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$9,234.00	\$64,435.00			\$73,669.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]					\$0.00
Funding Change for This Mod			\$10,000.00		\$10,000.00
<b>TOTAL Modified Obligation</b>	\$9,234.00	\$64,435.00	\$10,000.00	\$0.00	\$83,669.00
Total Advance Amount (-)					\$0.00
<b>Net Modified Amount Due</b>	\$9,234.00	\$64,435.00	\$10,000.00	\$0.00	\$83,669.00

**27. Performance Period**

For a performance period mod, insert the start and end dates that reflect the new performance period.

Start Date

10/01/2019  
MM-DD-YYYY

End Date

09/30/2020  
MM-DD-YYYY



UNITED STATES GOVERNMENT INTERAGENCY  
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IAA Number \_\_\_\_\_ 001 \_\_\_\_\_ Servicing Agency's Agreement  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Tracking Number (Optional) \_\_\_\_\_ AbilityOne2001

28. Order Line / Funding Information										Line Number							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		01240900								47000016							
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
TAS (required by 10/1/2014)			338	2020	2020		2000	000			047			X	4540	001	
and/or current TAS format				95182000					47X4540.1								
BETC				DISB					COLL								
Object Class Code (Optional)																	
BPN				928275536					964253686								
BPN + 4 (Optional)																	
Additional Accounting Classification / Information (Optional)				BOAC: 953929					Line 1 - S00BGC00-EXB3 \$ 9,234.00 - Payroll Line 2 - S00BUS00-EXB3 \$64,435.00 - FM Line 3 - S00BUS00-CSO40 \$10,000 - ADA								
Requesting Agency Funding Expiration Date 09/30/2020 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09/30/2025 MM-DD-YYYY								
<b>Project Number &amp; Title</b> FY 2020 Interagency Agreement for GSA OCFO Payroll Shared Services and FM Services																	
<b>Description of Products and/or Service, including the Bona Fide Need for this Order</b> (State or attach a description of products/services, including the Bona Fide need for this Order.) See modified attached Statement of Work.																	
North American Industry Classification System (NCAIS) Number (Optional)																	
<b>Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:</b>																	
Unit of Measure								Contract Cost									
Quantity		Unit Price		Total		Servicing Fees											
1		\$83,669.00		\$83,669.00		Total Obligated Cost		\$0.00									
Overhead Fees and Charges						Advance for Line (-)											
Total Line Amount Obligated				\$83,669.00		Net Total Cost				\$0.00							
Advance Line Amount (-)						Assisted Acquisition Servicing Fees Explanation											
Net Line Amount Due				\$83,669.00													
<b>Type of Service Requirements</b>																	
<input checked="" type="radio"/> Severable Service <input type="radio"/> Non-Severable Service <input type="radio"/> Not Applicable																	

UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)  
Agreement Between Federal Agencies  
Order Requirements and Funding Information (Order) Section



BUREAU OF THE  
**Fiscal Service**  
LEAD. TRANSFORM. DELIVER.

IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_ AbilityOne2001

**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C)

**Total Advance Amount for the Order** 0 [All Order Line Advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue.)

- ☐ Straight-Line — Provide amount to be accrued \_\_\_\_\_ and Number of Months \_\_\_\_\_
- ☐ Accrual Per Work Completed — Identify the accounting post period:
- ☐ Monthly per work completed & invoiced
- ☐ Other — Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

**30. Total Net Order Amount:** \$83,669.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total]

**31. Attachments** (State or list attachments)

- ☐ Key Project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)
- ☒ Other Attachments (Optional)

See attached Statement of Work

**BILLING AND PAYMENT INFORMATION**

**32. Payment Method** (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other — Explain other payment method and reasoning:

**33. Billing Frequency** (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation):

**34. Payment Terms** (Check One)

- ☐ 7 Days ☒ Other Payment Terms (include explanation):



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IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_ AbilityOne2001

**35. Funding Clauses / Instructions** (Optional) (State and/or list funding clauses/instructions such as Subject to the Availability of Funds)

See attached Statement of Work.

**36. Delivery / Shipping Information for Products** (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address / Room Number	
POC Telephone Number	
Special Shipping Information	

**APPROVALS AND CONTACT INFORMATION**

**37. Program Officials**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Kimberly M Zeich	Kathy Hammer
Title	Deputy Executive Director	Director of Financial Management
Telephone Number	(703) 603-2130	(202) 501-4433
Fax Number		
Email Address	kzeich@abilityone.gov	kathy.hammer@gsa.gov
<b>SIGNATURE</b>	(b) (6)	(b) (6)
Date Signed	276D3B43130A4C0... 4/11/2020	DC4D73C529344A7... 4/7/2020

**38. Funding Officials** — The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Kelvin R. Wood	Dewan Studdard
Title	Chief of Staff	Supervisory Budget Analyst
Telephone Number	(703) 603-2120	(202) 501-2767
Fax Number		
Email Address	kwood@abilityone.gov	dewan.studdard@gsa.gov
<b>SIGNATURE</b>	(b) (6)	(b) (6)
Date Signed	876C6FB458804D7... 4/9/2020	51EE5F907E8346C... 4/7/2020

UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)  
Agreement Between Federal Agencies  
Order Requirements and Funding Information (Order) Section



BUREAU OF THE  
**Fiscal Service**  
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IAA Number \_\_\_\_\_ 001 \_\_\_\_\_ Servicing Agency's Agreement  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Tracking Number (Optional) \_\_\_\_\_ AbilityOne2001 \_\_\_\_\_

**CONTACT INFORMATION**

**39. FINANCE OFFICE Points of Contact (POCs)**

	<b>Requesting Agency (Payment Office)</b>	<b>Servicing Agency (Billing Office)</b>
Name	Kelvin R. Wood	Bart Jestel
Title	Chief of Staff	Branch Chief, Payroll Services Branch
Office Address	1401 S. Clark St, Suite 715, Arlington, VA 22202	2300 Main Street 2NW, Kansas City, MO 64108
Telephone Number	(703) 603-2120	8169268377
Fax Number		8168235533
Email Address	mrogers@abilityone.gov	bart.jestel@gsa.gov
Signature & Date (Optional)		

**40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency)**

This may include CONTRACTING Office Points of Contact (POCs).

	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Name	Angela Phifer	John Geraghty
Title	Executive Assistant	Payroll Program Manager
Office Address	1401 S. Clark St, Ste 715, Arlington, VA 22202	1800 F Street NW, 6012D Washington, DC 20405
Telephone Number	(703) 603-2123	(202) 219-0755
Fax Number		
Email Address	aphifer@abilityone.gov	john.geraghty@gsa.gov
Signature & Date (Optional)		
Name	Julia Wiggins	Dave Garza
Title	Program Support	FMLoB Liaison
Office Address	1401 S. Clark St. Suite 715, Arlington, VA 22202	1800 F ST NW WASHINGTON DC 20405-0001
Telephone Number	(703) 603-2145	(202) 969-7145
Fax Number		
Email Address	jwiggins@abilityone.gov	dave.garza@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

**STATEMENT OF WORK  
BETWEEN  
THE GENERAL SERVICES ADMINISTRATION  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
AND  
THE U.S. ABILITYONE COMMISSION**

**I. PURPOSE**

This Statement of Work (SOW) provides details pertaining to the Interagency Agreement (IA) between the U.S. AbilityOne Commission (AbilityOne) and the General Services Administration (GSA), Office of the Chief Financial Officer (OCFO) as a shared services provider. The OCFO provides payroll systems and associated back office administrative services. In partnership with the United States Department of Agriculture Office of the Chief Financial Officer-Pegasys Financial Services (USDA, OCFO-PFS), GSA provides financial management and travel services. This SOW documents the terms and conditions which govern the services to be delivered and the relationship of the GSA and the AbilityOne. This IA becomes effective upon signature of both the AbilityOne and the GSA OCFO.

**II. DELIVERABLES**

Under this IA, the AbilityOne is receiving support services as described in the SOW including any AbilityOne unique requirements that may be included below. The Financial Management Services (FM) provided to the AbilityOne by the GSA are executed through a separate joint interagency agreement between the GSA and the USDA, OCFO-PFS as an FM shared services provider. Payroll services are provided to the AbilityOne by the GSA, OCFO, Payroll Services Branch (PSB) as an e-Payroll Shared Service Center (SSC).

**III. PRIVACY AND SECURITY**

The GSA OCFO, USDA-OCFO PFS and the AbilityOne have a shared responsibility in protecting Privacy Act (PII) and sensitive information, and in maintaining the security of the financial systems.

Privacy Act Information

GSA periodically submits data to its client agencies as it provides payroll, and/or financial services on a recurring basis. Due to the nature of this information, some of it is sensitive, but unclassified, and may or may not be covered by the Privacy Act. Any information covered under the Privacy Act is being provided under a routine use exception to the Privacy Act system of records notice (SORN) that requires disclosure under the Privacy Act. Any customer agency receiving payroll, and/or financial services from the GSA who has access to private and sensitive personal data agrees to comply



with all statutes and corresponding regulations which address the protection and disclosure of such types of data. The AbilityOne agrees to establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to the security of such records and respond appropriately, as discussed below, to an actual breach.

The OCFO and the AbilityOne understand that there may be accessible information protected by the Privacy Act or other authorities, which must be adhered to. Disclosure to third parties of any of this information must be agreed upon by the OCFO and the AbilityOne and only if the request for disclosure has been submitted in accordance with the Freedom of Information Act (FOIA), 5 U.S.C. §552 as amended (<https://www.law.cornell.edu/uscode/text/5/552>), or the Privacy Act, 5 U.S.C. §552a (<https://www.law.cornell.edu/uscode/text/5/552a>). All such information shall be kept confidential to the extent consistent with, and required by, FOIA, Federal statutes, and Federal regulations.

### Information Security

AbilityOne agrees to use due diligence in ensuring that any systems user from the AbilityOne obtains a minimum level National Agency Check with a Written Inquiries and Credit report (NACIC) clearance before requesting access to GSA systems. The AbilityOne acknowledges that all systems users have an official need to access such information on a "least-privileged" basis to perform their job role(s) and are in the process and/or have completed a Homeland Security Policy Directive (HSPD) -12 accreditation. Access to GSA systems should be appropriately limited as to systems privileges on a "least privilege" basis and reflect an acceptable "segregation of duties" so that no one user has too many privileges to effect the processing of a single transaction without independent authorization, review, and approval of such transactions.

AbilityOne also agrees to ensure that any system user completes annual Information Technology (IT) security awareness (and Privacy Act awareness training as applicable) and abides by current GSA IT General Rules of Behavior (Attachment 1). The AbilityOne agrees to notify OCFO promptly (within 48 hours under normal circumstances or immediately upon hostile terminations) of users that no longer have a valid need to access the system, so that OCFO can take timely and appropriate actions to remove that user from access in the system. The AbilityOne agrees to assist OCFO with the annual user recertification by verifying that existing system user accesses are accurate, necessary, and properly segregated as to system privileges to promote compliance with GSA internal control requirements.

External users of GSA systems are responsible for maintaining effective IT security and other internal controls, as applicable. For example, user ID and password information to GSA systems shall be established and protected in accordance with current GSA IT Security Policy (Attachment 2), and GSA IT General Rules of Behavior.

The AbilityOne agrees to protect and secure its own connection points to GSA systems for system vulnerabilities. They should also conduct vulnerability scans on a regular basis and apply security patches for vulnerabilities in a timely manner.

### Security Incidents

Upon discovering a security incident, the AbilityOne shall report it in accordance with the Office of Management and Budget (OMB) Memorandum M-17-12 (Attachment 3), and GSA incident reporting procedures and shall expeditiously notify the GSA IT Service Desk, [itservicedesk@gsa.gov](mailto:itservicedesk@gsa.gov), to initiate IT Security protocols.

The security incident reporting process is documented in the CIO IT Security 01-02 rev 15, Incident Response (IR) Guide dated September 14, 2017 (Attachment 4). (Tier 1) The GSA IT Service Desk will submit an Incident Ticket and notify the Information System Security Officer (ISSO), Richard Banach, (email: [Richard.Banach@gsa.gov](mailto:Richard.Banach@gsa.gov)). The ISSO first determines the significance of the incident. If deemed significant, the ISSO will escalate the issue to the Information System Security Manager (ISSM), Jay Myung (email: [jay.myung@gsa.gov](mailto:jay.myung@gsa.gov)). The ISSO and ISSM will determine if the incident is either non-serious (Tier 2) or serious (Tier 3). If the incident is determined to be a Tier 3 issue, the GSA Incident Response team and the Office of the Chief Information Security Officer (OCISO) will be contacted immediately.

In the event that a security incident impacts the AbilityOne 's connection and data, the AbilityOne will take immediate actions to mitigate the potential security incident and promptly notify GSA IT Service Desk, [itservicedesk@gsa.gov](mailto:itservicedesk@gsa.gov), and the ePayroll Security ISSO, Richard Banach. Security incidents impacting GSA interconnection and data shall be immediately reported to the ISSO and ISSM for ePayroll.

Further guidance regarding GSA's IT security requirements, can be obtained through the established GSA ISSO.

## **IV. AMENDMENTS**

This IA may be modified on a written notice submitted by either the GSA or the AbilityOne. Modifications to this IA must be submitted to the Program Manager, GSA (See FMS 7600B, block 37), or their designee, and either be mutually agreed upon or rejected by both parties within 30 calendar days of a written notice requesting a change. Modifications may be made only with the signature approval of both parties. If the change results in an increase in cost or time to complete performance, such adjustments in price or terms shall be subject to negotiation.

## **V. ADDENDUMS**

The AbilityOne may order additional work within the scope of the IA throughout the period of performance of the IA. Work requests must be coordinated through the

appropriate GSA point of contact. Additional work orders will be made via a separate Financial Addendum initiated through the GSA OCFO Program Manager.

## **VI. TERMINATION**

Both the AbilityOne and the GSA reserves the right to terminate in whole or in part this agreement by notifying the other party in writing (via email or memorandum). GSA may terminate in whole or in part this IA upon 90 days notice in the event of the AbilityOne's failure to reimburse GSA for services rendered or for any other reason. Notification must be made to the GSA OCFO, Program Manager (FMS 7600B, Block 37) or their designee.

In the event of termination in whole or in part by either party, the GSA agrees to reasonably assist to ensure smooth transition to another e-Payroll SSC.

If this agreement, or any order under this agreement is terminated, the AbilityOne assumes responsibility for all costs resulting from the termination in whole or in part, which may include:

- Direct costs already incurred by the GSA in support of the Agreement when costs cannot be similarly canceled or deferred
- Termination costs
- Transition costs, as applicable

### **Close Out – Financial Management Services (USDA, OCFO-PFS)**

In the event Congress makes the determination to close an Agency or Commission, the client shall be assessed a flat fee equal to three months charges to cover all close out activities, including but not limited to:

- OMB and Treasury reporting required by law
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client
- Research of past payments
- Other tasks as required

## **VII. DISPUTE RESOLUTION**

Non-acceptance issues unable to be resolved informally by GSA and the AbilityOne will be handled in accordance with current Intergovernmental Business Rules (Department of the Treasury, current version, Financial Management Service (FMS) Bulletin No. 2007-03).

## **VIII. DELIVERABLES AND DESCRIPTION OF SERVICES OFFERED**

Under this IA, the AbilityOne is receiving the following services:



- ☒ Financial Management Systems Services
- ☒ Financial Management Reporting and Accounting Support
- ☒ Optional Financial Management Services
- ☒ Budgeting and Analysis Support
- ☒ Payroll Services and PAR Systems Support
- ☒ Optional Payroll Services

### **Financial Management Systems Services**

USDA, OCFO-PFS's core financial management system, the Multi-Tenant Shared Application (MSA), is a Financial Systems Integration Office (FSIO) certified, configured version of CGI Federal's commercial-off-the-shelf Momentum Financials suite. Financial management services are supported through the MSA, USDA, OCFO-PFS's Financial System of record, including the storage of multi-year financial data. USDA, OCFO-PFS provides operations and maintenance services for MSA customers including:

- IT Support Services
- Application Management
- Data Center Operations
- Business Continuity and Disaster Recovery
- Systems Integrity Services

USDA, OCFO-PFS has tools available that support financial management reporting and querying.

A Statement on Standards for Attestation Engagements Number 18 (SSAE 18) audit is conducted annually on the MSA and the financial management shared services operation. A copy of the results is provided annually to customers.

### **Systems Labor**

Labor costs associated with maintenance and support of the USDA, OCFO-PFS financial system.

### **Financial Management Reporting, Accounting and Budgeting Support**

#### **Financial Management Reporting**

USDA, OCFO-PFS will fulfill Treasury and the OMB external reporting requirements of the AbilityOne, through the following reports based upon the agency's reporting requirements. In addition, the USDA, OCFO-PFS will serve as a point of contact for financial regulatory issues with Treasury and OMB.

Governmentwide Mandated Reports:

- SF 133 – Report on Budget Execution and Budgetary Resources (monthly)

- Max A-11 – President’s Budget Report
- SF-123 - Apportionment and Reapportionment Schedule
- TROR – Treasury Report on Receivables (quarterly)
- GTAS – Governmentwide Treasury Account Symbol Adjusted Trial Balance System (monthly)
- GFRS – Governmentwide Financial Report System
- ATDAs - Accountability of Tax Dollars Act Statement (3rd and 4th Quarter, unless negotiated differently).

### **Accounting Support**

Accounting support services will be provided in accordance with USDA, OCFO-PFS, External Services Branch (ESB) standard operating procedures for obligation and payment documents or as mutually agreed upon by both parties.

- Record obligations, receipts, and disbursements
- Process accounts receivable, reimbursable, and central collection. The letter of intent must be submitted to the USDA, OCFO-PFS on same day when the bank processes the transfer. The wire transfers must be in Collection Information Repository (CIR) and coding received by USDA, OCFO-PFS no later than the fifth day prior to month end in order to be processed by month end.
- Process vendor and other types of disbursements in accordance with Prompt Pay regulations
- Reconcile general ledger subsidiary transactions
- Reconcile Fund Balance with Treasury
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client

### **Proper recording of Obligations:**

#### **Client Responsibilities:**

1. The client will provide consistent proper supporting documentation in a timely manner to support the recording of obligations to the USDA, OCFO-PFS ESB. Such documentation must be received by the USDA, OCFO-PFS ESB within 5 business days of the client incurring the obligation.
2. The obligation request must be approved by the client based on the signature of authority on file with the USDA, OCFO-PFS, ESB.
3. The client is responsible for following rules, regulations, and policies applicable to their organization, ensuring proper acquisition methods are followed.

#### **USDA, OCFO-PFS Responsibilities:**

1. USDA, OCFO-PFS relies on the clients to follow their applicable policies and handle the acquisition appropriately. If the client does not provide the appropriate supporting documentation or provide the documentation in a timely manner for

recording and obligation and paying an invoice, USDA, OCFO-PFS will follow standard operating procedures and proper internal controls.

Central Accounting Reporting System (CARS) requirements:

The Treasury required implementation of the Central Accounting Reporting System (CARS) will require Intra-governmental Payment and Collection (IPAC) transactions to be booked the same business day.

**Client Responsibilities:**

Clients will provide documentation necessary to support the posting of transactions by 2:00 PM on the same day the IPAC information is provided. Clients will request IPAC partners include the client obligation document number in the IPAC description field.

**USDA, OCFO-PFS Responsibilities:**

USDA, OCFO-PFS will provide daily IPAC information to clients by 10:00 AM to support recording transactions the same business day as required by CARS.

**Budgeting and Analysis Support**

- Input of the AbilityOne's Budget into the MAX database, updating data, and providing support during OMB Budget calls.
- Coordinate financial policy interpretation with OMB.
- Apportion the AbilityOne's budget based on guidance from the AbilityOne.
- Create budget allotments based on guidance from the AbilityOne's staff director or designated point of contact.
- Track the AbilityOne's spending to identify potential Anti-Deficiency Act violations.
- Interact with Treasury and OMB related to matters of budget execution including the above items.
- Communicate with a designated point of contact and process problems and to generally facilitate knowledge sharing.

**Optional Financial Management Services**

USDA, OCFO-PFS provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing.
- Manual Payments which are disbursements processed outside of the automated payment.
- DATA ACT preparation support.
- Assist with developing corrective action plans based on audit findings.



GSA provides on a reimbursable basis for time, material, and labor costs, the following services:

- Modification 001 - Anti-Deficiency Act Investigation: GSA will investigate potential Anti-Deficiency Act (ADA) violations and provide a final investigation report to the AbilityOne Commission on the findings in accordance with applicable statutes and regulatory guidance (Anti-Deficiency Act and GAO guidelines). AbilityOne will identify via an Appointment Letter the designated ADA Investigator and a timeline for delivering the ADA report. The timeline is subject to change dependent on complexity, materials being provided timely and other considerations; and may be extended if both parties agree.
- Modification 001 - Corrective Action Plans: GSA will provide the AbilityOne Commission with assistance in developing corrective action plans based on audit findings.
- Modification 001 - Audit Engagement Support: GSA will participate in AbilityOne Commission financial statement audit meetings.
- The estimated costs for the services listed above are **\$10,000.00** (100 hours @ \$100/hr).

### **Payroll Services (GSA OCFO)**

GSA's OCFO Payroll Services Branch (PSB) will furnish all covered payroll functions as provided by GSA's Payroll Accounting and Reporting (PAR) system.

GSA will pay all salaries and government contributions to all appropriate benefit plans from its deposit accounts. Using the Treasury IPAC process, these charges are to be reimbursed to GSA on a biweekly basis against the appropriation of the ordering activity. GSA will provide appropriate detail in support of these charges each pay period.

A Statement on Standards for Attestation Engagements No. 18 (SSAE 18) System and Organization Controls 1 (SOC 1) on GSA's Description of the Payroll Accounting and Reporting System and the Suitability of the Design and Operating Effectiveness of Its Controls is conducted annually. A copy of the completed report is provided annually to the client agency.

The following items are included in GSA's base payroll services:

- Track and monitor all payroll related activities from initial hire through final payments at separation and submission of retirement records to the Office of Personnel Management (OPM).
- Perform the following payroll related processes:
  - Collect time and attendance data
  - Report and release time and attendance data
  - Accrue, process, and adjust leave

- All routine employee deduction/input documents
- All current and retroactive pay and leave actions generated due to personnel actions processed
- Automated Form W-2 reporting
- Employer quarterly tax reporting
- Automated employment verification
- Associated payroll management reports, including, but not limited to, budget reports and accounting distribution summary reports.
- Manage Federal Employees Health Benefits (FEHB) Temporary Continuation of Coverage (TCC) premium payments, based on FEHB enrollment, change and termination forms (SF 2809/2810) submitted by the client agency, for the AbilityOne employees. Note: A 2% Service fee charged to the enrollee as part of monthly premium payment.
- Manage Federal Employees Health Benefits (FEHB) Spouse Equity premium payments, based on FEHB enrollment, change and termination forms (SF 2809/2810) submitted by the client agency, for the AbilityOne employees. Note: A 2% Service fee charged (of the enrollee monthly premium) to the client agency as part of its quarterly billing.
- Provide data, as required by the OPM, for the SF-113A Feeder Data Report and SF-113G Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment, to the AbilityOne by the 10th of each month reflecting information for the preceding month.
- Provide comprehensive payroll reports:
  - Electronic Pay and Leave Statements via OPM's Employee Express (EEX)
  - Premium Pay Validation reports
  - Quarterly Overtime reports
  - Consolidated Payroll reports
  - Accounting Distribution reports
- Perform the following payroll related processes:
  - Provide pretax FEHB premium conversion
  - Provide pretax qualified transportation fringe benefits program
  - Commercial wage garnishments
  - Internal Revenue Service (IRS)/State tax levies
  - Child support/alimony garnishments
  - Military Service Credits (MSC)
  - Discretionary allotments
  - Union dues
  - Charities
  - Association dues deductions
  - Debt notification
  - Salary offset for active employees
  - Savings allotments support
  - Federal Employees' Group Life Insurance (FGLI)
  - Federal Employees Dental and Vision Insurance Program (FEDVIP)

- Affordable Health Care Act Employer Shared Responsibility Reporting (ACA ESR)
- Issuance of ACA ESR Internal Revenue Service Forms 1094C and 1095C to IRS and 1095C to employees via OPM's Employee Express (EEX)

### **Optional Payroll Services**

- All costs for non-routine system changes will be borne by the AbilityOne.
- Requests for system changes will be evaluated by the GSA IT Change Control Board (CCB). The AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request. These Optional Payroll Services include:
  - Services requested to comply with the AbilityOne's policy that requires system changes
  - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
- Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such requests should be submitted to the Branch Chief, PSB or their designee. Work and activities performed by the GSA, PSB, in conjunction with AbilityOne audit activity, will be charged based upon GSA's time, material and labor costs.
- Centralized Enrollment Clearinghouse (CLER) for FEHB Reconciliation.

## **IX. CLIENT SPECIFIC REQUIREMENTS**

There are no client specific requirements.

## **X. PERFORMANCE MEASURES**

<b>Financial Management</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
Core Financial System Application Availability: Available 24/7 except during scheduled maintenance periods	99% available
System Security Scans: The number of scans of servers, on which the core financial management applications are hosted, conducted during the reporting month.	1 per month
Invoice Payments: Invoices scheduled for payment within 5 working days of receipt	97% on time

  

<b>Payroll</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
Disbursements	99% timely payroll disbursements



Made on or before the scheduled process date	99% accuracy based on information provided
<p>Reports</p> <p>External reports/interfaces completed by scheduled due dates based on timely receipt of required documentation</p>	96% timely reports/interfaces 100% accuracy based on information provided
<p>Hours of Operation</p> <p>Customer Service help desks available to the AbilityOne during established hours: Monday through Friday, 9am – 5:30pm ET; excluding Federal holidays.</p>	100% available
<p>Customer Service Help Desks</p> <p>Call/Inquiry voicemail is returned within four business hours.</p> <p>Client employee issues are resolved, within four business days depending on complexity of issue.</p> <p>Employee input is entered into the Payroll system (PAR) during the pay period received or by the requested pay period, whichever is later.</p>	<p>98% response rate</p> <p>98% response rate.</p> <p>98% input within established deadline</p>
<p>System Availability</p> <p>OPM Employee Express (EEX) system available to the AbilityOne 24/7 except during a scheduled maintenance period between 4:30 pm ET on the Wednesday until Noon ET Thursday after the pay period ending date.</p>	98% available
<p>System Performance</p> <p>Internal system response time within established parameters.</p>	98% available

## XI. PRICE

The cost of services outlined in this IA is **\$83,669.00** for the IA period of performance.

Annual Servicing Fees	Cost
Financial Management - USDA	

- Financial Management System Cost	\$44,824.00
- Financial Management Services Cost	\$19,611.00
<b>Financial Management - GSA</b>	
- Optional Financial Management Services	\$10,000.00
<b>Payroll - GSA</b>	
-Systems and Services	\$9,234.00
-Estimated Optional Payroll Services	\$0
<b>Total</b>	<b>\$83,669.00</b>

#### **Financial Management Service and Systems Fees:**

Financial Management Service and Systems fees for fiscal year 2020 (FY20) were assessed as follows:

#### **Assessment Explanation:**

There are two factors that were used to assess amounts:

1. The *Systems Cost* which is driven by the cost of the Operation and Maintenance contract with CGI Federal. To measure this cost, we reviewed the batched transaction count by client. A single transaction can have multiple documents. There are five types of documents: Original, Cancel, Amendment, Correction, and Liquidate.
2. The *Services Cost* which is driven by the salaries and benefits of the External Clients Branch as well as other support costs. To measure this cost, we reviewed the unbatched transaction count by client.

The current Financial Management cost is an estimate based on anticipated activity compared to current clients with similar transaction volumes. The current FY transactions volumes will be reviewed quarterly for modifications to the cost estimate.

#### **Optional Financial Management Services Fees:**

USDA, OCFO-PFS provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing, will be charged separately at the rate of \$90.00 per hour, minimum of \$135.
- Manual Payments are disbursements processed outside of the automated payment system and are charged at the rate of \$38.00 for each manual payment. The AbilityOne will be billed on a quarterly basis for all manual payments processed during the previous quarter.

#### **GSA Payroll Services**

For payroll services, the total cost for Fiscal Year (FY) 2020 is estimated to be **\$9,234.00** based upon the estimated number of AbilityOne employees provided services during FY20 at a rate of **\$243** per paid employee per year for basic payroll services and system support. For this agreement, the estimated AbilityOne employees in FY20 will be **38**. This amount will be billed quarterly based on the average billable headcount from the previous quarter multiplied by one fourth of the annual price listed above, to the account for the AbilityOne. The charge will be adjusted, if necessary, during the fourth quarter of the fiscal year to conform to actual costs the GSA experiences while providing support during the fiscal year.

Optional Payroll Services:

- All costs for non-routine system changes will be borne by the AbilityOne. Requests for system changes will be evaluated by the GSA IT/ PSB CCB. Such requests should be submitted to the Branch Chief, PSB, or their designee, on the GSA IT System Change Request (SCR) form. Costs for GSA IT PAR system changes will be assessed based upon time, material, and labor costs of \$93 per hour with a minimum charge of \$500. AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request. These Optional Payroll Services include:
  - Services requested to comply with the AbilityOne's policy that requires system changes
  - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
- Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such requests should be submitted to the Branch Chief, PSB, or his designee.
- CLER for FEHB Reconciliation.
- Optional Payroll Services will be billed based upon the FY20 Premium Services Price List in the quarter following their occurrence.

<b>Premium Payroll Services</b>	<b>Billing Rates</b>
Customized Adhoc Payroll Reports	\$93 per hour with a minimum charge of \$500
Amended Timecards Processed	\$0.16 per amended timecard
Manual Personnel Action Input	First 100 actions free - \$1.30 per personnel action thereafter
Centralized Enrollment Clearinghouse System (CLER) Federal Employees Health Benefits (FEHB) Reconciliation	\$3.00 per headcount per year
Manual Payments (Client Agency Requested)	\$49.50 per manual payment
Paper Check Processed vs. Electronic Funds Transfer (not	\$24.50 per check



including biweekly salary paper checks)	
Foreign Allowance Research and Modification of Payroll System Records	Time & Materials; minimum charge \$100.00

### 2020 Payroll Services Update:

GSA is part of a Government Wide initiative to upgrade and standardize federal Payroll systems through the implementation Software as a Solution (SaaS). Such a solution would replace GSA's Legacy PAR (Payroll Accounting and Reporting) system. No operational impact is anticipated for the FY20 service period, however we will provide updates to our clients as this project proceeds.

## **XII. BILLING**

In the event of a continuing resolution (CR), GSA and the AbilityOne will operate under the guidelines governing the resolution. Fee collection will be consistent with the terms of the CR.

## **XIII. SIGNATURES**

AbilityOne Commission:

Kelvin Wood

DocuSigned by:  
(b) (6)

5/13/2020

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General Services Administration:

Kathy Hammer

DocuSigned by:  
(b) (6)

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